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REGULATIONS

FOR THE

TOWN of GLASGOW'S

HOSPITAL.

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REGULATIONS

For the TOWN of

GLASGOW'S HOSPITAL.



General Regulations.

1. **T**HAT none have power to recommend for admission into the TOWN'S HOSPITAL, except any of the Magistrates, the Dean of Guild, the Conveener, and the Ministers.

2. Follows a form of the recommendation:

“ Receive into the house, if duly qualified,
“ aged

“ years, born in

“ who has lived in this town

“ years, and has been supplied out of
“ the poors money of funds.”

After this the person's former occupation (if grown up) or of the parent's (if a child) must be specified, and the recommender must date and sign it, and address *To the Weekly Committee of the Town's Hospital.*

3. None can be admitted (in ordinary cases) into the house, but those who have lived in town for

the last six preceding years: and in order to ascertain this, if the person recommended shall belong to any of the Incorporated Trades in town, in that case, the recommendation may be from the Conveener; and the Deacon of the trade must attend the Weekly Committee in order to satisfy them of any thing they may want to know concerning the situation of the person recommended. And when the recommendation is from a Magistrate, Dean of Guild, or Minister, in that case, the Elder of the proportion where the poor person lives, must attend the Weekly Committee for the above purpose of information. And in order that the time of residence may be more effectually ascertained, (in case of any doubt) it is required of the person who applies for admission into the Hospital, that he shall produce, to the recommender, proper certificates of his having lived the last six years in town, either from the landlords in whose houses he has dwelt, or from the Ministers in whose parishes he has resided.

4. When any person is recommended to the house who is delirious, the recommendation must be accompanied with a certificate under the hand of a Physician or Surgeon, that such person is in a state of insanity.

5. All masters or mistresses who apply for apprentices or servants out of the Hospital, shall produce to the Weekly Committee a certificate, either from their Minister, Elder, or Deacon of their incorporation, of their moral character, and of their capacity and ability to teach and support the apprentice or servant.

6. It having been sometimes observed, that persons who are received into the Hospital, and who have effects, are apt to conceal or dispose of them, on purpose to procure intoxicating liquors when in the house; in order to prevent such imposition and irregularities for the future, the Directors ordain, that all persons who have any effects, shall deliver them to the Clerk of the Hospital, with an inventory of the same attested by their Elder, or the Deacon of their incorporation; which effects are to be delivered back to them when they leave the house with the approbation of the Weekly Committee.

7. It having been found, that the inhabitants and others, frequenting the Hospital on the Sabbath-day, on pretence of visiting their friends and acquaintances, has been attended with bad consequences, and often occasioned great disorders; therefore, to prevent these inconveniences for the future, the Directors ordain, that no person shall be allowed admittance on the Sabbath-day, except in cases of necessity, and not then, without obtaining leave from the Mistress or Clerk.



DIRECTORS.

1. THAT all the Directors meet quarterly in the Hospital, on the third Thursday of the months of February, May, August, and November, at four o'clock in the afternoon, to examine the accounts,

and to inspect the management of the preceding quarter: and besides these stated meetings, intermediate ones are to be called, when thought necessary by the Provost or eldest Magistrate; and each Director who (without a sufficient excuse) is absent from the quarterly meetings, is to pay *one shilling* for the use of the poor of the Hospital.

NOVEMBER MEETING.

2. That at the quarterly meeting in November, the Weekly Committee of Directors be annually chosen, consisting of eight, two out of each of the four societies, who, with those that visit the house the preceding week, and with the Preceptor, who is always a member of the Weekly Committee, will make fourteen, three of whom shall be a quorum. And each Director who attends this committee, though not a member thereof, is to have a voice in it.

3. That at said meeting a committee of six (three to be a quorum) be chosen out of the Directors, of those who either are manufacturers, or skilled in manufacturing, who are to meet on the first Monday of every month, or oftener if they see cause, and regularly examine what materials are purchased; and to see how they are wrought up till finished, making such regulations thereanent as may be thought proper; and to give orders about the sale of any of the manufactures when finished; and to insert their sederunts and reports in a book to be kept for that purpose; and to delate any delinquents in the manufacturing business to the next Weekly Committee.

4. That at said meeting, a committee consisting of the Magistrates, Dean of Guild, and Conveener, and three others of the Directors (three of whom to be a quorum) be appointed to meet on the first Thursday of every quarter, in order to inspect the books of accounts kept by the Mistress and Clerk, and to see that the entries therein are properly inserted, and that neither the entries or posting into the ledger are allowed to fall behind, but that all is brought forward every quarter.

FEBRUARY MEETING.

5. The Directors, at their quarterly meeting in February, are to appoint three of their number (two of whom to be a quorum) for inspecting and comparing the inventory to be taken yearly by the Mistress in the month of June, which Committee are to give in their report at the next quarterly meeting of Directors after their receiving the inventory.

6. That the Directors, at their said meeting in February, appoint a committee of eight, one of whom to be either a Magistrate, the Dean of Guild, or the Conveener, and the other seven to be taken out of the Weekly Committee, the Committee on the manufactures, and the Ministers, (three of whom with the said Magistrate, Dean of Guild, or Conveener, to be a quorum.) That this committee do begin to meet in the month of March, by the appointment of the said Magistrate, Dean of Guild, or Conveener, and continue their meetings from time to time, as they shall see cause; when they are to take into their con-

sideration the situation and circumstances of every individual person in the house, and to dismiss out of it all whom they think either able to earn their own livelihood, or in other respects improper objects of the charity of the Hospital.

AUGUST MEETING.

7. That the Directors, at their quarterly meeting in August, elect the Mistress, Clerk, Shoolmaster and servants, in the Hospital for the succeeding year; The Directors reserving to themselves the power of dismissing any of them from their offices in case of any irregular behaviour, incapacity, or other cause during any time of the said year.

8. That the Directors shall, at their said meeting in August, appoint a proper person to be Preceptor for that year, who is to be a Director *ex officio* and constant member of the Weekly Committee, and by whom the conduct of all persons in the house is to be inspected, and to report his observations from time to time to the Weekly Committee, and to purchase proper provisions for the poor, and to pay for the same when due.

9. The Directors at the said meeting are to appoint a Treasurer for the year to come, who is to receive from the several societies who contribute to the maintenance of the house, their respective quotas, and all other sums that are allotted for that purpose, and to furnish the Preceptor (on his receipt) with money for paying off the accounts of the provisions, and also the Clerk (on his receipt) with money for the necessary

uses of the house. And the said Treasurer is to give in to the Clerk an account of all his receipts and payments once every month, in order that the same may be regularly entered into the books; and at the end of the year, when the books are to be balanced; to give in a full account of all his intromissions during the preceding year, with the proper vouchers.

10. The Ministers, once every month, are to catechise the poor in the hospital; and they are to be advertised by a line from the Clerk on the first Monday of every month, that it is their turn to catechise in that month.

11. That the Hospital shall be visited by one Director every day of the week, except on Sabbath and Tuesday, (which visiting is to be performed by the Directors in rotation, according to the roll made up at the quarterly meeting in November) and who is to be advertised by a line from the Clerk in the morning before nine o'clock of the day on which it is his turn to visit. He is to write down in a book kept for the purpose, whatever remarks he has to make, and to be particularly attentive that the provisions of the poor are good and sufficient, both as to quality and quantity; and that the house be clean and well aired; and that every person is employed in his proper business; and likewise to write down any complaints made to him by any in the house, that the same may be laid before the next Weekly Committee. And whoever neglects to visit the house in his turn, shall pay *one shilling*, and *sixpence* more if he does not attend the

next Weekly Committee, for the use of the poor. N. B. As the observance of this rule is remarkably conducive to the benefit of the Hospital, and very necessary for preserving the good order of it, it is earnestly requested, that the visiting Director give punctual attendance, as the fine for his absence is not an adequate compensation to the Hospital for his neglect.



Weekly Committee.

1. THAT the Weekly Committee do meet every Tuesday at four o'clock in the afternoon, for inspecting the management of the House, and for admitting such poor as they find have a right to be received, and are properly recommended.

2. When the Committee are of opinion that any of the boys are sufficiently educated and fit to go out of the house, they are to order the Clerk to enter into Indentures for these boys in name of the Directors of the Town's Hospital, engaging them as apprentices to such master (either tradesman, farmer or others) as the Committee shall approve of. In like manner, when any of the girls are properly educated and fit to leave the house, the Committee are to order the Clerk to engage them in service with any person the Committee shall approve of; the time of service of both boys and girls to be as the Committee shall appoint.

3. The Committee are to order both boys and

girls (on going out of the house) to be properly cloathed, and in case of sickness, to receive them again into the house, provided their master or mistress make application for that purpose.

4. They are to visit all the children who are out at nursing, twice every year, viz. in March and September, to see that they are properly taken care of, and that the house is not imposed on: and they are also to visit the apprentices, to see that they are kept in good order and taught their trades, once every year in the month of June; and when they are met together to consider of their different reports, they are to give such orders thereanent as appear to be necessary.

5. The Committee are to appoint punishments for all those in the house, who shall be guilty of any breach of their duty, or shall transgress any of the rules of the house; and in cases of great demerit, to expel them, or to apply to a Magistrate, that the delinquent may be sent to the house of correction.

6. They are to appoint the examination of the school twice every year, viz. in the months of June and December, and distribute any small premiums they think fit, to the best scholars for their encouragement.

7. In accommodating the poor who shall be received into the house, regard is to be had to their former stations in life, at the discretion of the Weekly Committee.

8. The Committee are to record all their proceedings, that they may be laid statedly before the Quarterly Meetings of the Directors.

MISTRESSES.

1. THE Mistress is to admit no poor into the house, but such as are received by the Weekly Committee, except in cases of extraordinary necessity, nor even then, unless accompanied with a proper recommendation in writing, in which the clamancy of the case is represented; and this is to be laid before the next Weekly Committee.

2. She is to appoint proper persons for washing the linens and cloaths, and order the whole house to be washed every Saturday morning, and the stairs and entries to be again washed every Wednesday morning, all the rooms to be swept clean once every day, the beds to be made and swept below them, and to order the sand used in washing the house, to be clean swept off before it is thoroughly dry.

3. That all the women and girls, on their admission into the house, shall be examined by the Mistress and Surgeon, whether they have any infectious distemper, and, if necessary, shall be washed as soon as they are taken in, (if it may be done without prejudice to their health.) And the Mistress shall cause such as are dirty, or have any infectious disorder, to be put into separate rooms, and not to be removed until they are clean and whole.

4. That the Mistress shall appoint new cloaths to be given to the women and girls on their admission, and give orders to have the old cloaths cleaned and mended for their use.

5. She is to distribute the provisions for the respective diets of the whole house every day.

6. She is to allot to the Nurses their respective departments, and to visit all the wards thrice every week, to see that they all perform their duty.

7. She is to keep a particular account of all the small provisions she buys weekly, petty charges, and disbursements for nursing wages, and to lay the same before the Weekly Committee, to whom she is also to report all the cloaths she may receive from the Nurses belonging to any deceased person in the house.

8. She is to appoint proper persons in the house if there are such, or if not to inform the Weekly Committee thereof, who will allow her to engage fit servants for cooking the victuals, baking, brewing, &c.

9. She is to make out an exact inventory, once every year in the month of June, of all the bed-matts, blankets, sheets, table-napery, and furniture belonging to the house, and to lay the said inventory before the Committee appointed for that purpose.

10. She is not to go out of the house without leaving notice where she is to be found.

11. The Mistress may allow the girls to go out to take the air for an hour at a time, in any number not exceeding twelve at once, over whom she is to appoint one to be inspector or sensor, who is to see that they all return to the house in the time limited, and whose walk is confined to the westward of the house, and not to depart above an hundred

yards from the river: No parties for taking the air are allowed to go out but at the interval of a quarter of an hour from one another.

12. She is so to order her affairs, that she and her servants shall regularly attend family worship morning and evening, and not to be absent unless absolutely necessary, or prevented by sickness. And in general, she is to exert her endeavours for preserving the peace, good order and regularity of the house, and to be particularly attentive, that none shall be suffered to waste any thing useful, or be idle, when they ought to be employed in the affairs of the house.



C L E R K.

1. THE Clerk is to admit no poor into the house, but such as are received by the Weekly Committee, except in cases of extraordinary necessity, nor even then, unless accompanied with a proper recommendation in writing, wherein the clamancy of the case is represented; and this is to be laid before the next Weekly Committee.

2. That all the men and boys, on their admission into the house, shall be examined by the Clerk and Surgeon, whether they have any infectious distemper,

and if necessary shall be washed as soon as they are taken in, (if it may be done without prejudice to their health) and the Clerk shall order such as are dirty, or have any infectious disorder, to be put into separate rooms, and not to be removed thence until they are clean and whole.

3. The Clerk is to appoint new cloaths to be given to the men and boys on their admission, and order the old cloaths to be cleaned and mended for their use.

4. He is to keep an exact register of the names, ages, and designations of all the poor who are admitted into the house, with the recommender's name on one side or page of a book to be kept solely for that purpose; and of the time of the death or departure of said poor, with the manner thereof, on the opposite side or page.

5. He shall keep a Journal and Leger, containing an account of all the victuals and cloaths that are bought for the use of the house; and of all the raw materials that are brought into the house in order to be manufactured; and also an account of all the raw materials he shall deliver to the Overseer of the Manufactures, and of all the manufactured goods he receives monthly from said Overseer.

6. He is to order the windows to be opened for airing the house as often as is needful; and to see that all the fires (excepting those that are necessary for the sick) be extinguished against nine o'clock every night, and not to allow wet cloaths to be hung

over the windows, or in any rooms wherein are beds.

7. That he is so to regulate his affairs as to attend duly on family worship morning and evening, unless necessarily absent or prevented by sickness.

8. He is to attend on all the different Committees, to mark down their deliberations and remarks, and to acquaint the visiting Director every morning by a line, when it is his turn to visit the house and infirmary, which is to be delivered before nine o'clock. He is to intimate to the Minister, when it is his turn to catechise, and to every Committee, when they are to meet.

9. That the Clerk attend in the Hall during all the meals.

10. He is to see the meal weighed out to the poor of the town who receive meal from the Hospital, and to keep an exact account of the quantity laid in for that use, with the date, name, and quantity delivered to each person, in a book to be kept for that purpose.

11. The Clerk may allow the boys to go out to take the air for an hour at a time, in any number not exceeding twelve at once, over whom he is to appoint a proper person to be inspector or censor, who is to see that they all return with him to the house in the time limited, and whose walk is confined to the westward of the house, and not to depart above an hundred yards from the river: No parties for taking the air are to be allowed to go out but at the interval of a quarter of an hour from one another.

12. He is not to go out of the house without leaving notice where he is to be found.

13. He is to observe that all persons in the house behave themselves soberly, honestly, and quietly, conformable to the rules of the house, and to delate any transgression to the Weekly Committee, and to see that the punishments appointed by the Committee for disorderly persons, are put into execution. And in general, he is to use his utmost endeavours to preserve the peace, good order and regularity of the house, and to see all waste and idleness prevented in every apartment of it.



SCHOOLMASTER.

1. HE is to perform divine worship in the hall every morning and evening, and to attend the meals in the hall, to ask a blessing and return thanks.

2. He is to attend teaching in the school for four hours every day, during the months of November, December, and January, and six hours every day, during the other months of the year, except the afternoon of each Friday, and such other vacations as the Weekly Committee shall appoint.

3. He is to teach all the children to read, and such as have time and genius writing, and the five common rules of arithmetic.

4. He is to catechise the poor, both old and young, two hours every Tuesday afternoon, and on Sabbath afternoon, from five to six o'clock, and to perform divine worship on Sabbath, immediately after the catechising.

5. He is to walk immediately behind the children as they go to and return from church, and to sit in church so as to have all the children in his view, that he may observe their behaviour.

6. He is to appoint two or more of the best behaved of the boys, as censors over the rest, who are to report to him any misbehaviour of the children, either in or out of church; and is himself to correct for trivial faults, but to report to the Weekly Committee in case of grosser enormities.

7. He is to assist the Mistress and Clerk, in keeping the peace and good order of the house, and not to go out, without leaving notice where he is to be found.



S U R G E O N.

1. TO attend the Weekly Committee every Tuesday afternoon, at four o'clock.

2. He is to inspect all the poor that are admitted into the Hospital, when he is called upon by the Mistress or Clerk for that purpose.

3. He is to visit the Hospital every Monday, Tuesday, Thursday, and Saturday, and oftener when occasion requires; and to mark his report each day in his book, which he is to lay before the Weekly Committee.

4. He is to keep an exact list of all persons who are admitted into the house for recovery, and to report thereon to the Weekly Committee the first Tuesday of every month, or oftener in case any are fully recovered.

5. To choose out of the boys, fittest for that purpose, one (or more if necessary) who is to assist him in any part of his office he shall think proper, and whom the Weekly Committee may appoint to be his assistant.

6. To allot proper apartments for the sick, and appoint Nurses to attend them, under the direction of the Weekly Committee.



Overseer of the Manufactures.

1. HE is to keep an account of all the raw materials he shall receive from the Clerk to be manufactured, and how such materials are disposed of; and after the Committee, appointed for that purpose, shall have inspected his accounts, he is to give in monthly, to the Clerk, all the goods that are manu-

factured; and annually to make out an exact account of the whole goods manufactured during the year, and of the then state of the raw materials.

2. That under the direction of the Monthly Committee, he is to task every person in the house, whether old or young, who is employed in any branch of the manufactures, and to report to said Committee, any who are deficient in their tasks: The Weekly Committee having it always in their power to make such alterations in the tasks as they shall think proper, until the next meeting of the Monthly Committee.



N U R S E S.

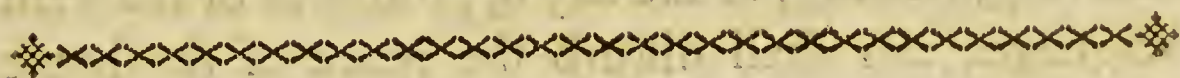
1. THOSE who are appointed to attend the sick, shall be obliged to keep the rooms, and every thing about the sick, clean and in good order, and to obey such orders as may from time to time be given them by the Surgeon.

2. When there has been any malignant distemper, or when the sick person dies, the Nurse is to deliver the bed-cloaths in which they lay to the Mistress, in order to their being washed and made clean, before any other person uses them.

3. The Nurse is to be accountable to the Mistress, for the wearing-apparel, and every thing else belonging to the deceased.

4. That the Nurſes appointed to attend the children, ſhall have them waſhed, combed, and dreſſed every morning.

5. Theſe Nurſes are to obey the orders of the Miſtreſs, and receive their directions from her; and to uſe their endeavours to preſerve the good order and cleanlineſs of the houſe, and to acquaint the Miſtreſs of any irregularities in the behaviour of any perſon in it.



C O O K S.

1. THEY are to dreſs all the victuals in the houſe, to bake the bread, and brew the ale.

2. To teach the children the manner of preparing the victuals, baking bread, and brewing ale, in order to fit them for ſervice; and for that purpoſe, there are to be four children, by turns, every day in the kitchen or brewhouſe, who are to be appointed by the Miſtreſs.

3. To have all the diſhes, which have been uſed, waſhed immediately after meals, and the kitchen waſhed thrice every week at leaſt.

4. To divide the pottage and the broth regularly and equally, under the inſpection of the Miſtreſs, or one appointed by her, from time to time, for that purpoſe.

P O O R.

1. NONE shall go out of the house, without asking and obtaining leave of the Mistress or the Clerk.

2. None shall bring into the house any spirituous or intoxicating liquors.

3. No person to be guilty of drunkenness, cursing, swearing, stealing, or use any opprobrious or indecent language; nor shall disturb the peace of the house with noise and clamour; nor shall absent themselves from family worship morning and evening, nor from church every Sabbath-day (unless indisposed or prohibited by the Mistress or Clerk;) nor shall ask any money from those who come to see the house.

4. That all who shall be employed in labour within the house, shall constantly repair to such rooms and at such hours as are assigned for that purpose; where they shall work orderly and industriously, for so many hours as shall be appointed to each of them, or until they have finished the task appointed them by the Committee on Manufactures, according to their age and ability.

5. That all persons in health, both old and young, shall rise out of bed at the ringing of the morning-bell, which shall be rung in the months of January and February, at seven o'clock; in March, at six; from the first of April to the end of August, at five; in September, at six; in October, at seven; and in

November and December, at eight. And all are to go to bed, from the first of March to the end of September, at ten o'clock at night; and from the first of October to the end of February, at nine. The doors to be locked at ten o'clock every night.

6. All persons to change their linens once every week.

7. When any persons, old or young, shall have left the house, by going over the walls, the Mistress or Clerk, on their return, shall order them to the workhouse; where they are to remain until they are brought before the next Weekly Committee.

8. That all who are able, and not detained by sickness, shall attend at their meals in the public hall; and whoever does not attend shall lose that meal.

Whoever shall transgress any of the above Rules, shall be punished as the Weekly Committee think fit.

F I N I S.



